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I. <u>TRANSACTION NUMBER</u>   <u>TRANSACTION TITLE</u>

   PSE001   Original Appointment

II. FUNCTION:

This transaction is used to create a classified or faculty employee record within the Personnel Management Information System (PMIS).

III. DESCRIPTION:

A. This transaction is used to <u>initially</u> establish an employee on PMIS when an employee is hired for a full or part-time salaried position.

B. This transaction is <u>only</u> for employees who do not have prior state service as a salaried full or part-time employee in a permanent or restricted position.

C. This transaction may be used for either classified or faculty employees.

D. When a newly appointed employee shares a position with an incumbent, up to 30 days, the P-3 form must be forwarded to the Department of Personnel and Training for data entry.

E. This transaction must be authorized by appropriate persons in the agency.

IV. USERS:

All State agencies with data entry terminals may use this transaction. The Department of Personnel and Training enters information for State agencies without data entry terminals.

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V. PROCEDURE:

A. Enter transaction code:

PSE001,NNNNNNNNN

N = Social Security Number

B. Depress TRANSMIT Key.

The Original Appointment Screen returns with mandatory input fields designated by asterisks. Refer to Exhibit I.

- If the employee already has an employee record with a current status, an error message returns stating the person is a current employee.

- If the employee has an employee record with a separated status, the PSE302 Rehire Category I Screen returns for data entry (refer to Employee Transactions - Original Appointment, Rehire Section: 3-3.2 for instructions).

C. Enter appropriate data items.

- For faculty, the system will not allow data to be entered into the Anniv-Num, Next-Ann-Date, and Prior Service fields.

- The Virginia Sickness and Disability Program (VSDP) field is used to indicate whether the employee will enroll in VSDP. Enter "Y" if the employee will enroll. Enter "N" if the employee will not enroll. (For details on who must enroll and who can choose not to enroll, see Department of Personnel and Training Policies and Procedures Manual, Policy # 4.57).

D. Tab cursor to end.

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E.   Depress the TRANSMIT key.

The <u>TRANSACTION COMPLETE</u> message appears on the screen when all data items are valid and the transaction is accepted.

VI.   MESSAGE CODES:

000002	SCREEN CALL-UP COMPLETE -- PROCEED
000007	TRANSMIT FROM END
000013	THIS FIELD MUST BE BLANK
000017	FIELD MUST HAVE A VALUE OF 'Y' (YES) OR 'N' (NO)
000022	SOCIAL SECURITY NUMBER INPUT REQUIRED
000304	SOCIAL SECURITY NUMBER INVALID
000353	SUSPENSE RECORD EXISTS
	• Check suspense record (PSE308)
000355	SALARY ENTERED NOT A VALID STATE SALARY STEP
	• If off-step salary is approved, send P-3 to Information Systems in the Department of Personnel and Training.
000358	POSITION ALREADY FILLED
	• Check position record (PSP999) for incumbent.
	• If the newly hired employee will share the position with the incumbent, send to the Department of Personnel and Training for data entry.
000359	PERSON ALREADY ON FILE - CANNOT BE ORIGINAL APPOINTMENT
000360	TOTAL EMPLOYEE PERCENT TIME GREATER THAN 100
	• Check employee's current record (PSE305) for current employee percent time. Also, check PSP999 to see if position contains more than one employee.
	• Contact Information Systems in the Department of Personnel and Training to determine if person employed in another agency.
000363	POSITION RECORD NOT ON FILE

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	• If new position, check with Department of Personnel and Training for status of P-5.
000365	TOTAL EMPLOYEES PERCENT TIME GREATER THAN POSITION PERCENT TIME
	• Check position record (PSP999) for position percent time. Determine if position presently occupied by another employee.
	• If appropriate, check with Department of Personnel and Training on status of pending P-5.
000366	THIS AGENCY MAY NOT HAVE FACULTY EMPLOYEES
000367	EMPLOYEE CLASS CODE DOES NOT MATCH POSITION CLASS CODE
	• Check position record (PSP999) for current position class code.
000374	CLASS CODE NOT ON FILE
	• If not keying error, contact Information Systems in the Department of Personnel and Training.
000378	EMPLOYEE MONTHS GREATER THAN POSITION MONTHS
	• If not keying error, check the position record (PSP999) for the position months.
000392	NO MATCH FOR POSITION PAY AREA/SHIFT IN THIS CLASS
	• Check class record (PSC999) for correct pay area and shift fields.
000421	POSITION CANNOT BE FILLED WITHOUT REVIEW FROM DPT
	• Call appropriate job analyst in the Department of Personnel and Training for assistance.
000429	POSITION EXPIRE DATE OCCURS BEFORE THE EFFECTIVE DATE OF TRANSACTION
	• Check position record (PSP999) for position expire date.
	• If position expiration date has passed and an extension is desired, a PSP160 transaction must be keyed to extend the expiration date.
000430	POSITION-EXPIRE DATE OCCURS BEFORE THE APPOINTMENT EXPIRE DATE

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- Check position record (PSP999) for position expiration date.

000441 PERSON RECORD ON SEPARATED EMPLOYEE FILE--CANNOT BE ORIGINAL APPOINTMENT
- Check employee's transaction history (PSE312 or PSE313)
- Enter employee information as Rehire transaction.

000451 SUSPENSE RECORD EXISTS FOR THE NEW POSITION THE EMPLOYEE IS ENTERING

000457 STATE SALARY NOT IN CLASS RANGE
- Check class record (PSC999) to determine salary range.
- If exceptional action, submit P-3 to Information Systems in the Department of Personnel and Training.

000511 PERSON IS CURRENT EMPLOYEE - CANNOT REHIRE
- Employee's information now on current employee file. Total employee's percent time may not be greater than 100%.
- Continue to enter employee information as a Rehire transaction.

000690 REHIRE CATEGORY INVALID

001139 If employee will NOT be enrolled in VSDP, move "N" after "VSDP"

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EXHIBIT I. ORIGINAL APPOINTMENT SCREEN

```
PSE301,131313131█               ORIGINAL APPOINTMENT
------------------------------------------------------- 01/22/1999 10:18:00
  Agy 123    Position 00008    Soc-Sec-Num 131313131    Trans-Efft-Date 012199
-------------------------------------------------------------------------------
Name:     Last YUPPIE             First BIFF          MI    SI    Suf
Address: Line1 456 MOCKINGBIRD LN        Line2
         City RICHMOND                   State VA    ZIP 23219 - 0000
Personl: Birth 091778   Sex M  Race D     H-Cap      Alien C   Nationality US
         Prior-Service          State-Phone 8042251111 VSDP Y
-------------------------------------------------------------------------------
Employee   State-Sal 012345.67 Non-State-Sal          Special-Rate
   Info:   Class-Code 23411       Empl-Percent 100.00    Empl-Months 06.00
           Empl-Status F          Empl-Duration P        Pay-Schedule 24
           Anniv-Num 00           Next-Ann-Date 012504   Appt-Exp-Date
-------------------------------------------------------------------------------
Faculty     Degree        Degree-Inst          Con-Expire      Fac-ORP-Ind
Info Only: Ten-Con       Appt-Org-Unit          Higher-Ed      Fac-Sal-Avg
-------------------------------------------------------------------------------
Classified Info Only:   Empl-MS-Status          Salary Override
-------------------------------------------------------------------------------
  Optnl
Ag Note
                                                                        End
000001 >>>>>>>>>>>>>>>>>>>>> Transaction Complete <<<<<<<<<<<<<<<<<<<<<<<<<<<<<<
```

NOTE: Sample data has been included in the required data fields. On an actual screen display, asterisks (*) will reflect required data items. All other data fields are completed as appropriate.

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Section: Original Appointment, Rehire	Subject: Request Employment Screen	

I.   TRANSACTION NUMBER   TRANSACTION TITLE

      PSE002   Request Employment Screen

II.   FUNCTION:

      This transaction requests a data entry screen to return an employee to State service in a faculty or classified position.

III. DESCRIPTION:

      A.   This transactions allows an operator to update information on an employee record for employees who are returning from leave or separation.

      B.   This transaction may be used for either classified or faculty employees.

      C.   This transaction cannot be used if the employee does not have prior state service as a salaried full or part-time employee in a permanent or restricted position.

      D.   This transaction invokes one of the following transactions:

            Classified

            • PSE302   Rehire - Category I (Separation, Resignation, Removal)
            • PSE021   Rehire - Category I (Leave Without Pay)
            • PSE022   Rehire - Category II
            • PSE023   Rehire - Category III
            • PSE025   Rehire - Category IV
            • PSE026   Rehire - Category V
            • PSE024   Return from Suspension
            • PSE304   Return from Leave With Pay
            • PSE304   Return from Short-term Disability Leave

            Faculty

            • PSE302   Faculty Rehire
            • PSE304   Faculty Return from Leave
            • PSE304   Faculty Return from Short-term or Long-term Disability Leave

      E.   The PSE304 transaction only returns an employee to the previous employing agency. All other of the above transactions allow an employee to return to the previous employing agency and/or class, or to a different agency and/or class.

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F. If the employee is employed less than 100%, the PSE302 Rehire - Category I screen returns. This screen is used to employ the person in an additional position. The employee's total percent time may not exceed 100%.

G. If the employee's record is not on the PMIS data base, the computer provides a screen for a PSE302 Rehire Category I. The operator may proceed if applicable prior state service has been established for the employee.

H. When an employee who is rehired shares a position with an incumbent up to 30 days, the P-3 form must be forwarded to DPT for data entry.

I. These transactions must be authorized by appropriate persons in the agency.

IV. USERS:

All State agencies with data entry terminals may use this transaction. The Department of Personnel and Training enters information for State agencies without data entry terminals.

V. PROCEDURES:

A. Verify prior applicable State service with previous employing agency or DPT.

B. Enter the Transaction Code:

PSE002,NNNNNNNNN

N = Social Security Number

C. Depress the TRANSMIT key.

The appropriate transaction screen (refer to Exhibits II - V) returns for data entry, or, the Transaction Menu Screen returns (refer to Exhibit I). If the appropriate transaction screen returned, proceed to Step D below.

1. Review the State application form (P-12) or previous P-3 to determine the correct Rehire category (Refer to the Policies and Procedure Manual, Section 1.55, for Rehire category descriptions).

2. Enter the appropriate data items including the appropriate rehire code.

3. Depress the TRANSMIT key.

The appropriate transaction screen returns with mandatory input fields designated by asterisks. Refer to Exhibits II through V.

D.   Enter appropriate data items.

- For the PSE022 Rehire - Category II transaction, the PSE025 Rehire - Category IV transaction, and the PSE304 Return from Leave transaction, the system will require data to be entered into the salary input field.

- For the PSE302 Rehire - Category I transaction, the system will require data to be entered into the Anniv-Num and Next-Ann-Date input fields.

- For the PSE024 Return form Suspension transaction, the system will require data to be entered into the Class-Code input field.

- For faculty employees, if the ORP Indicator is 'N', data may be entered into the Next-Ann-Date and the Anniv-Num fields. However, if the ORP Indicator is 'Y', the system will not allow data to be entered into the Anniv-Num and Next-Ann-Date fields.

- "////'s" indicate fields that contain personal employee information (i.e. address, sex, race). Data should not be entered into an input field designated by "////'s" unless the personal employee data has changed for that field (i.e. an address change).

E.   Tab cursor to End.

F.   Depress TRANSMIT key.

The "Transaction Complete" message displays when all data items are valid and the transaction has been accepted.

VI.   MESSAGE CODES:

000002 SCREEN CALL-UP COMPLETE -- PROCEED
000007 TRANSMIT FROM END
000022 SOCIAL SECURITY NUMBER INPUT REQUIRED
000304 SOCIAL SECURITY NUMBER INVALID
000308 STATE SALARY NOT ON STEP
- If off-step salary is approved, send P-3 to Information Systems in the Department of Personnel and Training for data entry.
000351 EMPLOYEE RECORD NOT ON FILE
000353 SUSPENSE RECORD EXISTS
- Check suspense record (PSE308).
000355 SALARY ENTERED NOT A VALID STATE SALARY STEP
- If off-step salary is approved, send P-3 to Information Systems in the Department of Personnel and Training for data entry.
000358 POSITION ALREADY FILLED
- Check position record (PSP999) for incumbent.

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- If newly hired employee will share position with incumbent, send to the Department of Personnel and Training for data entry.

000360 TOTAL EMPLOYEE PERCENT TIME GREATER THAN 100
- Check employee's current record (PSE305) for current employee percent time. Also, check PSP999 to see if position contains more than one employee.
- Contact Information Systems in the Department of Personnel and Training to determine if person employed in another agency.

000362 POSITION RECORD NOT ON FILE
- If new position, check with Department of Personnel and Training for status of P-5.

000365 TOTAL EMPLOYEES PERCENT TIME GREATER THAN POSITION PERCENT TIME
- Check position record (PSP999) for position percent time. Determine if position presently occupied by another employee
- If appropriate, check with Department of Personnel and Training on status of pending P-5.

000367 EMPLOYEE CLASS CODE DOES NOT MATCH POSITION CLASS CODE
- Check position record (PSP999) for current position class code.

000374 CLASS CODE NOT ON FILE
- If not keying error, contact Information Systems in the Department of Personnel and Training.

000378 EMPLOYEE MONTHS GREATER THAN POSITION MONTHS
- Check the position record (PSP999) for the position months.

000392 NO MATCH FOR POSITION PAY AREA/SHIFT IN THIS CLASS
- Check class record (PSC999) for correct pay area shift fields.

000421 POSITION CANNOT BE FILLED WITHOUT REVIEW BY DPT
- Call appropriate job analyst in the Department of Personnel and Training for assistance.

000429 POS-EXP-DATE OCCURS BEFORE EFFECTIVE DATE OF TRANSACTION
- Check position record (PSP999) for position expiration date.
- If position expiration date has passed and an extension is desired, a PSP160 transaction must be keyed to extend the expiration date.

000430 POS-EXP-DATE OCCURS BEFORE APPOINTMENT EXPIRE DATE
- Check position record (PSP999) for position expiration date.

000451 SUSPENSE RECORD EXISTS FOR NEW POSITION THE EMPLOYEE IS ENTERING

000457 STATE SALARY NOT IN CLASS RANGE
- Check class record (PSC999) to determine salary range.
- If exceptional action, submit P-3 to Information Systems in the Department of Personnel and Training.

000490 ON LEAVE MORE THAN TWO YEARS - CANNOT REHIRE WITH THIS TRANSACTION

000493 NEW POSITION RECORD NOT ON FILE

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- Contact Information Systems in the Department of Personnel and Training to determine status of approved P-5.

000501 MILITARY LEAVE CANNOT BE MORE THAN 5 YEARS

000503 LWOP/LAYOFF - TEMPORARY WORK FORCE REDUCTION CANNOT EXCEED 4 MONTHS

000504 LWOP/LAYOFF - ORGANIZATIONAL CANNOT EXCEED ONE YEAR

000507 EMPLOYEE HAS INVALID LEAVE CODE FOR THIS TRANSACTION

000508 THIS TRANSACTION IS FOR NON-FACULTY EMPLOYEES ONLY

000509 CANNOT ADJUST NEXT-LV-ANN-DATE GREATER THAN LENGTH OF SEPARATION

000510 CANNOT ADJUST NEXT-LV-ANN TO BE LESS THAN PREVIOUS DATE

000511 PERSON IS CURRENT EMPLOYEE - CANNOT REHIRE

- Employee's information now on current employee file. Total employee's percent time may not be greater than 100%.
- Continue to enter employee information as a Rehire transaction.

000512 RETURN FROM MOBILITY LEAVE - MUST BE SENT TO DPT

000601 EMPLOYEE HAS NO EMPLOYEE RECORD

000690 REHIRE CATEGORY INVALID

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Exhibit I

EMPLOYEE REHIRE TRANSACTION MENU

```
PSE002                 EMPLOYEE REHIRE
----------------------------------------------------- 08/31/1993 14:50:44
       Agency.......... 129      Position..... 00000
       Soc-Sec-Num..... 111111111    Category..... 2
                       End..........
---------------------------------------------------------------------------



       Choose One Of The Following REHIRE Categories:


              1 = Category I
              2 = Category II
              3 = Category III
              4 = Category IV
              5 = Category V
              F = Faculty




 000002 Screen Call-Up Complete -- Proceed
```

NOTE: Sample data has been included in the required data fields. On an actual screen display, asterisks (*) will reflect required data items. All other data fields are completed as appropriate.

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Exhibit II

REHIRE - CATEGORY I SCREEN
(Return from Separation, Resignation, Removal)

```
PSE302        REHIRE - SEPARATED PERSON RECORD EXISTS - PROCEED
------------------------------------------------------- 08/31/1993 14:49:45
 Agy 129   Position 00000   Soc-Sec-Num 111111111   Trans-Efft-Date 083193
---------------------------------------------------------------------------
Name:  Last              First           MI  SI  Suf
Address: Line1 ////////////////////  Line2 ////////////////////
     City ////////////////     State //   ZIP ///// - ////
Personl: Birth //////   Sex /   Race /   H-Cap ///   Alien /   Nationality //
     Prior-Service ***     State-Phone 8042250001   Scats-Phone 2250000
---------------------------------------------------------------------------
Employee State-Sal  31031.31  Non-State-Sal        Special-Rate
  Info: Class-Code  22222    Empl-Percent  100.00   Empl-Months  12.00
     Empl-Status F      Empl-Duration P      Pay-Schedule  24
     Anniv-Num  00     Next-Ann-Date 90194    Appt-Exp-Date
---------------------------------------------------------------------------
Faculty  Degree    Degree-Inst       Con-Expire    Fac-ORP-Ind
Info Only: Ten-Con    Appt-Org-Unit        Higher-Ed     Fac-Sal-Avg
---------------------------------------------------------------------------
Classified Info Only:  Empl-MS-Status       Salary-Override
---------------------------------------------------------------------------
 Optnl
Ag Note
                              End........

000002 Screen Call-Up Complete -- Proceed
```

NOTE: Sample data has been included in the required data fields. On an actual screen display, asterisks (*) will reflect required data items. All other data fields are completed as appropriate.

Exhibit III

REHIRE SCREEN

Each Rehire transaction (except PSE302 - refer to exhibit II) follows the screen format below with an appropriate transaction title and number.

```
PSE021                  REHIRE - CATEGORY I
------------------------------------------------------ 08/31/1993 14:51:09
    Agency............. 130        Position............. 11111
    Soc-Sec-Num........ 111111111    Trans-Efft-Date...... 083193
    Previous Agency.... 129        Previous Position.... 00000
------------------------------------------------------------------------
    State-Phone........          Scats-Phone..........
------------------------------------------------------------------------
    Class-Code......... 22222      State-Salary.........
    Employee Percent... 100.00     Employee Months...... 12.00
    Employee Status.... F          Employee Duration.... P
    PI-Review-Date.....          Next-Lv-Ann-Date.....
    Agency-Note........
------------------------------------------------------------------------

                 End..................




000002 Screen Call-Up Complete -- Proceed
```

NOTE: Sample data has been included in the required data fields. On an actual screen display, asterisks (*) will reflect required data items. All other data fields are completed as appropriate.

PMIS USER'S MANUAL

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-3.2	Page 9 of 10
Section: Original Appointment, Rehire	Subject: Request Employment Screen	

Exhibit IV

RETURN FROM SUSPENSION

```
PSE024              RETURN FROM SUSPENSION
--------------------------------------------------- 08/31/1993 14:51:09
    Agency............ 129       Position............. 00000
    Soc-Sec-Num........ 111111111    Trans-Efft-Date...... 083193
    Previous Agency....           Previous Position....
--------------------------------------------------------------------------
    State-Phone........         Scats-Phone..........
--------------------------------------------------------------------------
    Class-Code......... 22222       State-Salary.........
    Employee Percent... 100.00       Employee Months...... 12.00
    Employee Status....           Employee Duration....
    PI-Review-Date.....           Next-Lv-Ann-Date.....
    Agency-Note........
--------------------------------------------------------------------------
                    End.................



000002 Screen Call-Up Complete -- Proceed
```

NOTE: Sample data has been included in the required data fields. On an actual screen display, asterisks (*) will reflect required data items. All other data fields are completed as appropriate.

PMIS USER'S MANUAL

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-3.2	Page 10 of 10
Section: Original Appointment, Rehire	Subject: Request Employment Screen	

Exhibit V

RETURN FROM LEAVE

```
PSE304          RETURN FROM LEAVE WITH PAY
------------------------------------------------------- 08/31/1993  14:50:44
    Agency............. 129        Position.............. 00000
    Soc-Sec-Num........ 111111111      Trans-Efft-Date....... 083193
---------------------------------------------------------------------------
    Fac-Sal-Avg........ A
    Agency-Note........


    End...............




000002 Screen Call-Up Complete -- Proceed
```

NOTE:Sample data has been included in the required data fields. On an actual screen display, asterisks (*) will reflect required data items. All other data fields are completed as appropriate.

PMIS USER'S MANUAL

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-12.8	Page 1 of 3
Section: Leaves	Subject: VSDP Update	

I. <u>TRANSACTION NUMBER</u>   <u>TRANSACTION TITLE</u>

   PSE088   VSDP Update

II. FUNCTION:

     This transaction is used to enroll a <u>current</u> eligible employee in the Virginia Sickness and Disability Program (VSDP).

III. DESCRIPTION:

     A. This transaction is used to enroll a <u>current</u> eligible employee in VSDP. It should not be necessary to use this transaction for employees hired or re-employed on or after 01/01/99; these employees are automatically enrolled when a "Y" is entered in the VSDP field on the PSE301 or PSE302 screen.

IV. USERS:

     All State agencies with data entry terminals may use this transaction. The Department of Personnel and Training enters information for State agencies without data entry terminals.

PMIS USER'S MANUAL

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-12.8	Page 2 of 3
Section: Leaves	Subject: VSDP Update	

V. PROCEDURE:

A. Enter transaction code:

PSE088,NNNNNNNNN

N = Social Security Number

B. Depress TRANSMIT Key.

The VSDP Update Screen returns with mandatory input fields designated by asterisks. Refer to Exhibit I.

C. Enter appropriate data items.

- VSDP (Y/N): Enter "Y" to enroll. Enter "N" only when it is necessary to remove an employee mistakenly enrolled in VSDP.

- VSDP Service Date: The VSDP Service Date represents the date of enrollment. Enter the "as of" date next to "Service Months" on the VRS 1999 VSDP Open Enrollment Form.

- VSDP Months: VSDP Months represents the number of months of state service as of the VSDP Service Date (above). Enter service months from the VRS 1999 VSDP Open Enrollment Form.

D. Tab cursor to end.

E. Depress the TRANSMIT key.

The TRANSACTION COMPLETE message appears on the screen when all data items are valid and the transaction is accepted.

PMIS USER'S MANUAL

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-12.8	Page 3 of 3
Section: Leaves	Subject: VSDP Update	

VI.   MESSAGE CODES:

000002	Screen Call-up Complete – Proceed
000007	Transmit From End
000011	Date Invalid
000351	Employee Record Not On File
000426	No Changes Entered or Requested -- No Update Done

EXHIBIT 1. VSDP UPDATE SCREEN

```
PSE088,121212121 █                  VSDP UPDATE
------------------------------------------------ 02/10/1999 09:28:06


               Agency: 123        Department Of Military Affairs
             Position: 00008      Fiscal Assistant
              Soc-Sec: 121-21-2121 MUNSTER, LILY

          VSDP (Y/N): Y
   VSDP Service Date: 022599
         VSDP Months: 001
                Xmit:



                          VSDP SERVICE DATE

   The date entered should be the "Human Resource Department Certification
   VSDP State Service Months as of" date from the VRS form "1999 Open
   Enrollment for Commonwealth of Virginia Sickness and Disability Program
   for State Employees" (99VSDP1).



000001 >>>>>>>>>>>>>>>>>>> Transaction Complete <<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<
```

NOTE: Sample data has been included in the required data fields. On an actual screen
       display, asterisks (*) will reflect required data items. All other data fields are
       completed as appropriate.

PMIS USER'S MANUAL

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-12.9	Page 1 of 3
Section: Leaves	Subject:	VSDP Disability Leave: Short-term (No Worker's Compensation)

I. <u>TRANSACTION NUMBER</u>   <u>TRANSACTION TITLE</u>

      PSE034   VSDP Short-Term Disability Leave
                            (No Worker's Compensation)

II. FUNCTION:

This transaction is used to place a VSDP participant who is not receiving worker's compensation on short-term disability leave.

III. DESCRIPTION:

A. This transaction is used to place a VSDP participant who is not receiving worker's compensation on short-term disability leave.

B. This transaction should be used only <u>after</u> receiving approval   from the V

C. This transaction has no effect on the employee's health benefits
     (BES) record.

IV. USERS:

All State agencies with data entry terminals may use this transaction. The Department of Personnel and Training enters information for State agencies without data entry terminals.

V. PROCEDURE:

A. Enter transaction code:

       PSE034,NNNNNNNNN

       N = Social Security Number

PMIS USER'S MANUAL

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-12.9	Page 2 of 3
Section: Leaves	Subject:	VSDP Disability Leave: Short-term (No Worker's Compensation)

B.   Depress TRANSMIT Key.

The VSDP Short Term Disability (No Workers Compensation) Screen returns with mandatory input fields designated by asterisks. Refer to Exhibit I.

C. Enter appropriate data items.

- In the "Trans-Efft-Date" field, enter the first "Effect Date of Rate of Pay" from the VSDP Action Report.

- If no data is entered in the Agency-Note field, the system will automatically enter "VSDP Short Term Disability (No Workers Comp)".

D.   Tab cursor to end.

E.   Depress the TRANSMIT key.

The <u>TRANSACTION COMPLETE</u> message appears on the screen when all data items are valid and the transaction is accepted.

VI.   MESSAGE CODES:

000002	Screen Call-up Complete – Proceed
000007	Transmit From End
000351	Employee Record Not On File
000353	Suspense Record Exists
000498	Employee On Leave
001126	Employee Not Enrolled In VSDP - Cannot Use This Transaction
001137	Trans Effective Date Cannot Be Less Than VSDP Coverage Effective Date

PMIS USER'S MANUAL

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-12.9	Page 3 of 3
Section: Leaves	Subject:	VSDP Disability Leave: Short-term (No Worker's Compensation)

EXHIBIT 1. SHORT-TERM DISABILITY (NO WORKER'S COMPENSATION) SCREEN

```
PSE034,131313131  VSDP SHORT TERM DISABILITY (NO WORKERS COMP)

        Agency.............. 123          Position............ 00006
        Soc-Sec-Num......... 131313131    Trans-Efft-Date..... 021099

                                          Trans-Efft-Date: Refer to the
                                          "VSDP Action Report" for the
                                          "Effective Date of Rate of Pay"

        Agency-Note........ VSDP Short Term Disability (No Workers Comp)

        End................




000001 >>>>>>>>>>>>>>>>>>>> Transaction Complete <<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<
```

NOTE: Sample data has been included in the required data fields. On an actual screen display, asterisks (*) will reflect required data items. All other data fields are completed as appropriate.

PMIS USER'S MANUAL

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-12.10	Page 1 of 4
Section: Leaves	Subject:	VSDP Disability Leave: Short-term (With Worker's Compensation)

I. TRANSACTION NUMBER   TRANSACTION TITLE

         PSE035   VSDP Short-Term Disability Leave
                                     (With Worker's Compensation)

II.   FUNCTION:

      This transaction is used to place a VSDP participant who is receiving
      worker's compensation on short-term disability leave.

III. DESCRIPTION:

      A.   This transaction is used to place a VSDP participant who is
           receiving worker's compensation on short-term disability leave.

      B.   This transaction should be used only <u>after</u> receiving approval   from the V

      C.   This transaction has no effect on the employee's health
           benefits
               (BES) record.

IV.   USERS:

      All State agencies with data entry terminals may use this transaction.
      The Department of Personnel and Training enters information for
      State agencies without data entry terminals.

PMIS USER'S MANUAL

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-12.10	Page 2 of 4
Section: Leaves	Subject:	VSDP Disability Leave: Short-term (With Worker's Compensation)

V.   PROCEDURE:

A.   Enter transaction code:

PSE035,NNNNNNNNN

N = Social Security Number

B.   Depress TRANSMIT Key.

The VSDP Short Term Disability (With Workers Compensation) Screen returns with mandatory input fields designated by asterisks. Refer to Exhibit I.

C.   Enter appropriate data items.

- In the "Trans-Efft-Date" field, enter the first "Effective Date of Rate of Pay" from the VSDP Action Report.

- If no data is entered in the Agency-Note field, the system will automatically enter "VSDP Short Term Disability (With Workers Comp)".

D.   Tab cursor to end.

E.   Depress the TRANSMIT key.

The TRANSACTION COMPLETE message appears on the screen when all data items are valid and the transaction is accepted.

PMIS USER'S MANUAL

Chapter:	EMPLOYEE TRANSACTIONS	Number: 3-12.10	Page 3 of 4
Section:	Leaves	Subject:	VSDP Disability Leave: Short-term (With Worker's Compensation)

VI.   MESSAGE CODES:

000002   Screen Call-up Complete – Proceed
000007   Transmit From End
000351   Employee Record Not On File
000498   Employee On Leave
001126   Employee Not Enrolled In VSDP - Cannot Use This
            Transaction
001137   Trans Effective Date Cannot Be Less Than VSDP
            Coverage Effective Date

PMIS USER'S MANUAL

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-12.10	Page 4 of 4
Section: Leaves	Subject:	VSDP Disability Leave: Short-term (With Worker's Compensation)

EXHIBIT 1. SHORT-TERM DISABILITY (WITH WORKER'S COMPENSATION) SCREEN

```
PSE035,131313131 VSDP SHORT TERM DISABILITY (WITH WORKERS COMP)


       Agency.............. 123          Position............ 00006
       Soc-Sec-Num........ 131313131     Trans-Efft-Date..... 020899

                                         Trans-Efft-Date: Refer to the
                                         "VSDP Action Report" for first
                                         "Effective Date of Rate of Pay"

       Agency-Note........ VSDP Short Term Disability (With Workers Comp)


       End...............






000001 >>>>>>>>>>>>>>>>>>> Transaction Complete <<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<
```

NOTE: Sample data has been included in the required data fields. On an actual screen display, asterisks (*) will reflect required data items. All other data fields are completed as appropriate.